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NOTICE TO CONTRIBUTORS

to the *American Sociological Review*

I. *Preparation of Articles, Research Reports, and Book Reviews sent to Editor*

Papers are evaluated by the editors and other referees and are judged without author's name or institutional identification. Therefore, contributors are asked to attach a cover page giving the title, author's name, and institutional affiliation; the manuscript should bear only the title as a means of identification. At least two, and preferably three, copies should be submitted to enable prompt evaluation, but the author should retain a copy in his own files.

Manuscripts are accepted subject to usual editing.

An abstract of about 100–125 words should accompany articles (but not research reports); it should present the principal substantive and methodological points.

Please prepare copy as follows:

1. *All* copy, including indented matter, should be typed *double spaced* on white standard paper. Lines should not exceed 5–6 inches.

2. A footnote to the title, author's name, or his affiliation should be starred (*). Other footnotes should be numbered serially, typed *double spaced,* and should be listed at the *end* of the article or research report. Sample footnote formats are presented below. Please note that full names are used, not initials.

3. Each table should be typed on a separate page. Insert a guide line, e.g., "Table 1 about here," at the appropriate place in the manuscript. See current issues of the *Review* for tabular style.

4. Figures should be drawn on white paper with India ink and the original tracings or drawings should be retained by the author for direct transmission to the printer. Copies should accompany the manuscript.

5. Mathematical notation should be provided both in symbols and words. Explanatory notes not intended for printing should be encircled in pencil.

6. If any symbols are used that might confuse the printer, please clarify in the margin of the manuscript.

Sample Footnote Formats

* Revision of a paper read at the annual meeting of the American Sociological Association, August, 1959.

1. Gordon W. Allport, *The Nature of Prejudice,* Cambridge: Addison-Wesley, 1954, p. 298.

2. *Ibid.,* pp. 299–300.

3. Seymour M. Lipset, "Democracy and Working-Class Authoritarianism," *American Sociological Review,* 24 (August, 1959), pp. 482–501.

4. Bruno Bettelheim and Morris Janowitz, *Dynamics of Prejudice,* New York: Harper, 1950.

5. Robert K. Merton, "Discrimination and the American Creed," in Robert M. MacIver, editor, *Discrimination and National Welfare,* New York: Harper, 1949, pp. 99–126.

6. Herbert Menzel, James C. Coleman, and Elihu Katz, "Dimensions of Being 'Modern' in Medical Practice," *Journal of Chronic Disease,* 9 (January, 1959), pp. 20–40.

7. Committee on Nomenclature and Statistics of the American Psychiatric Association, *Diagnostic and Statistical Manual: Mental Disorders,* Washington, D.C.: American Psychiatric Association, 1952, pp. 12–13.

II. *Preparation of News and Announcements sent to Executive Office (New York City)*

These columns may include notices of academic appointments, promotions, resignations, visiting professorships, leaves of absence, special awards, appointments to governmental and private organizations, new training programs, and *major* curricular developments, special research projects and grants, special conferences and institutes, retirements, and deaths. *Do not include:* publications by department members (these will appear in "Publications Received" and many will be reviewed), appointments to graduate assistantships, the conferral of graduate degrees (which are reported annually in the *American Journal of Sociology*) or of graduate work in progress, public lectures, televised courses, papers delivered at conferences, and brochures. Notices should be *concise.* See current issues of the *Review* for editing style. It is suggested that each department assign one person the responsibility of assembling and transmitting news and announcements.

Notices of professional interest from governmental and other non-academic agencies are welcome.

Foreign sociologists planning to visit the United States who are interested in meeting American sociologists are invited to send their itineraries and other pertinent details to the Executive Office. These will be published under the heading, "Sociologists from Abroad." Please see *Time Schedule.*

The *Review* reserves the right to edit or exclude all items.

Time Schedule: To insure publication, announcements must be received no later than the beginning of the third month preceding the month of issue; for example, to be included in the October issue, material must be received by July 1.